Sample Job Description\*

**MINISTER OF EDUCATION**

 *Principal Function*: The minister of education is responsible to the church, supervised by the pastor, for providing staff leadership to the entire church educational program. This involves assisting church program leaders in planning, conducting, and evaluating a comprehensive ministry of Christian education in support of the mission and objectives of the church.

**Responsibilities**

* Lead the church in planning, conducting, and evaluating a comprehensive program of Christian education.
* Serve as educational resource person and advisor to the leaders of church program and service organizations.
* Serve as educational resource person and advisor to the committees of the church as requested.
* Work within the church process to select, enlist, and train qualified leaders.
* Coordinate the production of informational and public relations materials, such as church publications and news releases.
* Develop special educational and training projects such as camps, retreats, and study seminars for various age groups within the congregation.
* Lead the church to be aware of the educational and curriculum materials available and lead the church to choose the most suitable.
* Prepare an estimated annual educational budget and administer the approved budget.
* Assist the pastor in planning, conducting, and evaluating congregational services as requested.
* Serve on the church council or coordinating group.
* Supervise appropriate church staff members as assigned, such as age-group directors, recreation leaders, educational secretary, and custodian.
* Cooperate with denominational leaders in promoting activities of mutual interest.
* Keep informed on methods, materials, principles, procedures, promotion, and administration as related to the educational program.
* Perform other dues as assigned by the pastor.

*\*Church Administration Handbook, Third Edition, Revised and Updated; Bruce P. Powers, Editor; Chapter 5, Personnel Administration, William G. Caldwell; B&H Academic, Nashville, TN, 2008.*